

INCLUDES CHANGE 1

Kansas National Guard Regulation
Number 735-1 (Army)

* KNGR 735-1

State of Kansas, Military Division
The Adjutant General's Department
Topeka, Kansas, 1 April 1988

Property Accountability
KSARNG POLICIES AND PROCEDURES FOR FEDERAL PROPERTY
ACCOUNTABILITY AND ACCOUNTING FOR LOST,
DAMAGED OR DESTROYED PROPERTY

THIS PUBLICATION PROVIDES KSARNG PROPERTY ACCOUNTABILITY POLICIES AND ADMINISTRATIVE PROCEDURES FOR FEDERAL PROPERTY AND WILL BE USED IN CONJUNCTION WITH APPROPRIATE ARMY, NGB, KSARNG DIRECTIVES.

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*This Regulation supercedes KNGR 735-1, dated 1 November 1987

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CHAPTER 1

GENERAL

1-1. PURPOSE. This pamphlet prescribes KSARNG property accountability policies and administrative procedures.

1-2. APPLICABILITY. It applies to all instances of military property issued by the United States Government to the KSARNG being lost, damaged, destroyed or otherwise rendered unserviceable through causes other than fair wear and tear.

1-3. REFERENCES.

- a. AR 710-2.
- b. AR 735-5.
- c. DA Pam 710-2-1.
- d. AR 700-131.

1-4. POLICY. Commanders, soldiers and civilian employees having accountability and/or responsibility for government property shall adhere strictly to the policies outlined in this regulation which supersedes all previous published KSARNG policy letters/memorandums addressing subjects contained herein. A high incidence of Reports of Survey during change of command joint-inventories will be very detrimental to the careers of Junior and Senior Commanders of the Kansas Army National Guard. Failure to adhere to this policy may result in pecuniary liability and/or administrative action as outlined in AR 735-5, Chapter 12, and para 2-4i., of this regulation, including, but not limited to the following:

- a. An oral or written reprimand.
- b. Appropriate remarks in officer evaluation reports, enlisted efficiency reports, and civilian performance reports and appraisals.
- c. Relief from Command.
- d. MOS reclassification.
- e. Action under appropriate Code of Military Justice (KCMJ or UCMJ).
- f. Adverse actions against civilian personnel as authorized.

CHAPTER 2

RESPONSIBILITIES

2-1. ACCOUNTABLE OFFICERS. Accountable officers will perform the duties outlined in AR 735-5, para 2-13, and other applicable regulations and directives. Upon initiation of a report of survey, they will take those actions outlined in AR 735-5, Chapter 14, Section I.

2-2. HAND RECEIPT HOLDERS. Hand receipt holders (to include persons signed for clothing and equipment) will:

a. Inventory all equipment listed on hand-receipt according to AR 710-2 and DA Pamphlet 710-2-1.

b. Have all authorized equipment on hand, hand receipted to a subordinate, or on some other type of authorized credit document (see e. below and AR 710-2, Chapter 2).

c. Ensure that property is hand receipted to the user by the officer or noncommissioned officer in charge when property is removed from the platoon or section, or similar storage area, for use by subordinates. For this purpose, use either:

- (1) DA Form 2062, Hand Receipt/Annex
- (2) DA Form 2402, Exchange Tag
- (3) DD Form 1150, Request for Issue or Turn-in
- (4) DA Form 3749, Equipment Receipt
- (5) DA Form 3161, Request for Issue or Turn-in
- (6) DA form 2407, Maintenance Request

d. Prevent loss, damage, or destruction of all supplies and equipment received or under his/her control.

e. Obtain a proper receipt or credit for any item turned in, regardless of the reason. A proper credit or receipt is a:

- (1) DA Form 2062, hand receipt or hand-receipt annex posting showing the item turned in and initialed by the person issuing the property.
- (2) DD Form 1150 or DA Form 3161.
- (3) DA Form 2402.

(4) DA Form 2407.

(5) Turn-in posted in the clothing record DA Form 4886 and DA Form 3645 by unit supply personnel. All credits or hand receipts must be signed either by the person making the issue or by an activity designated by him or her (i.e., supporting maintenance unit, supply sergeant, etc., when the person is authorized to make turn-ins directly to such activities).

(6) DA Form 3749.

f. Reimburse the government for all supplies and equipment lost, damaged, or destroyed by statement of charges, cash collection voucher, or on a report of survey upon finding of liability IAW AR 735-5.

g. Report immediately to the unit commander, first sergeant, or supervisor, any loss, destruction, or damage of property, or any theft or break-in of any area or storage container.

h. Conduct inventories of property as explained in AR 710-2 and DA Pamphlet 710-2-1.

i. Transfer property responsibility to a successor before going to a new duty station or leaving the unit IAW AR 710-2, Chapter 2.

j. Obtain clearance from unit supply and all other persons or activities, such as the CIF, that have issued property to the hand-receipt holder before departure from the unit IAW AR 710-2, Chapter 2.

k. Report to the unit commander or first sergeant any circumstances that make securing property from loss or theft impossible. Failure to report such circumstances could be reason to charge the hand-receipt holder for any property lost, damaged, or destroyed because of failure to make the facts known.

2-3. COMPANY/BATTERY/TROOP/DETACHMENT COMMANDERS.

a. Before assuming command, each item of equipment, both organizational and installation property, will be inventoried. This will be accomplished by conducting a "joint-inventory" by both the incoming and outgoing commander. The incoming unit commander will report the results of this inventory to his/her commander IAW AR 710-2, Chapter 2.

b. Personally sign for each item of property issued the unit on hand-receipt from a supporting property book officer (PBO). If a unit maintains a company or detachment property book, the unit commander will be the PBO. The commander may appoint a property book officer who then becomes the accountable officer. The commander will still be the responsible officer (see AR 710-2, Chapter 2).

c. Assign responsibility for care and safekeeping of each item of property in the unit. This assignment will be on a DA Form 2062

(Hand-receipt/Annex No.), DA Form 3161 (Request for Issue or Turn-in), DD Form 1150 (Request for Issue of Turn-in), or other authorized receipt document. All property will be hand-receipted by the unit commander to the lowest manageable user level. The determining factors as to level of hand-receipts are as follows:

(1) The user must have a secure storage facility or area.

(2) Items used exclusively by one person, such as tool kits, flashlights, etc., may be issued directly to the user from unit supply, on hand-receipt, if suitable storage area is available.

d. Ensure that all shortages of component parts of major end items, sets, kits, outfits, basic issue items (BII), etc., are recorded on the hand-receipt component listing or are accounted for on DD Form 1150, DA Form 2402 (Exchange TAG), or DA Form 2407 Maintenance Request). (See AR 710-2, DA Pam 710-2-1, and DA Pam 738-750). Update component listings using the next available column on the DA Form 2062.

e. Designate a specific secure area where persons may store their equipment and property, both military and personal. Require the person to secure his or her equipment (OCIE) in a locked duffle bag or wall locker if available before acceptance for storage. TAG policy is E6's and below will store OCIE at unit armory. E7's and above, to include officers, may be allowed to store OCIE at home of record. Request for waiver of this policy must be submitted through channels to the TAG-KANSAS, with detailed justification.

E5's and below

Sec C1

f. Secure, inventory, process, and dispose of absentee or unsatisfactory participant clothing and equipment according to AR 700-84.

g. Exercise special care to protect organizational clothing and equipment during field training. Designate a specific person(s) when feasible, to secure equipment removed from the owner's custody. Afford maximum reasonable protection for unaccompanied property from the time it is taken from the soldier until it is returned.

h. Ensure that inventories are taken as prescribed in AR 710-2 and DA Pamphlet 710-2-1 or more frequently as required by the commander or supervisor. See appendix A for various types of inventories.

i. Ensure that all losses resulting from thefts or break-ins are investigated promptly and reported to the next higher headquarters according to NGR 190-11 and NGR 190-51.

j. Require soldiers to account for missing personal or OCIE items immediately upon discovery of the loss. This may be done as authorized by AR 735-5.

k. Require soldiers to turn-in all issued government property in their possession prior to change of status IAW AR 710-2; for example, transfer and expiration of service.

l. Confirm that the unit SOP contains all safeguards required by this pamphlet, as stated in para 2-4e, for establishing control to ensure each person responsible for property is properly cleared before departure from the unit, section, platoon, etc.

m. Inform all members of the unit of their personal responsibility to care for, safeguard, and protect government property IAW AR 735-5, chapter 2.

n. Initiate adjustment documents, reports of survey, or statement of charges within 45 calendar days after discovery of loss, damage, or destruction of property. Include at least the following: date, time, place, what happened, and who was involved by name, rank, unit, and social security number. Fully identify any person responsible for the property at the time of loss, damage, or destruction; fully identify any person who failed to follow prescribed procedures; and specify any regulations, SOP, etc., that were violated. Prepare and process the above documents according to AR 735-5, chapters 13 and 14, and chapter 3 and appendix C of this regulation. Particular attention should be given to AR 735-5, figure 14-1.

o. Ensure that property responsibility is transferred by joint inventory upon replacement of persons responsible for property and that adjustment documents are immediately initiated for property lost, damaged or destroyed. Complete inventories in accordance with AR 710-2, DA Pamphlet 710-2-1 and Appendix A. (Flag will not be passed until this has been accomplished.)

p. Require hand-receipt holders to remain under the unit commander's jurisdiction until all hand-receipted property is transferred to the newly designated hand-receipt holder, and adjustment documents are processed to the supply room or PBO as necessary.

q. Ensure hand-receipt and subhand-receipts identify the DA publication that lists component parts or basic issue items that are part of the equipment listed on the hand-receipt. Supply catalog, technical manual (TM), and other proper publication numbers can be found in SB 700-20 and DA Pam 310-1. (Ensure that publications are current.) Include the following data: line item number, national stock number, and a complete description, to include make, model, and serial number.

r. Set up controls to ensure that each person clears the supply room properly before permanently departing the unit on reassignment, discharge, etc.

s. Set up controls to ensure property is loaned to other units on hand-receipt only on the commander's authority; a file for property on loan is

maintained in the supply room, and loaned property is returned to the unit. Property will be loaned only as authorized by KNGR 700-131, and the commander will review the file of loaned property every 90 days.

t. Personally obtain clearance from supporting property accounts and cancel DA Form 1687 (Notice of Delegation of Authority-Receipt for Supplies) before departing the unit by submitting a completed DA Form 1687 withdrawing the authority to request and receipt for supplies IAW DA Pam 710-2-1, Chapter 2.

u. Ensure that items of property becoming excess are turned in to the USPF0 in an expeditious manner. See Appendix A for additional guidance.

v. Ensure that appropriate accountability records are maintained for personal and organizational clothing/equipment. See Appendix A for additional guidance.

w. Utilize available FTTD mandays for change of command inventories. See Appendix A for additional guidance.

x. Ensure applicable objectives of the Command Supply Discipline Program outlined in AR 710-2, Appendix B are achieved. (See KNGR 710-2 for additional guidance).

2-4. DIVISION/BRIGADE/DIVARTY/BATTALION COMMANDERS.

a. Give outgoing unit commander reasonable time to conduct 100% joint inventory of property with his/her successor and prepare adjustment documents before departing unit. Notify the USPF0 for Kansas of the date and time the joint-inventory is to be conducted. A USPF0 representative will be present to validate the joint-inventory.

b. Utilize available FTTD mandays for change of command inventories IAW Appendix A.

c. Ensure incoming unit commander has a copy of this regulation and latest DA Unit Supply Update. Explain his/her responsibilities for property, and where guidance and assistance may be obtained during joint inventory with outgoing commander. Both the incoming and outgoing commanders will be present for this briefing.

d. Ensure that all responsible officer inventories are timely and accurately conducted jointly between incoming and outgoing commanders before outgoing commander departs unit prior to effective date of change of command. If for any reason the outgoing commander departs unit before inventory is conducted the Division/Brigade/DivArty/Battalion Commander will immediately appoint a disinterested person to represent him during the inventory. This person will ensure that the outgoing commander's interests are protected, and will endeavor to notify him of the results as soon as the inventory is completed.

e. Ensure each subordinate unit has a comprehensive SOP on security of property, in both garrison and during field operations. Ensure that the SOP assigns property responsibility to a specific individual. The SOP must contain, as a minimum, all safeguards prescribed in AR 190-51, AR 735-5, NGR 190-11, and this regulation.

f. Request advice or assistance on supply operations, property accountability, and supply discipline from higher command, or U.S. Property and Fiscal Officer (USPFO) when problems cannot be resolved within the command concerned.

g. Request for Change of Command orders will include a DF, signed by both the incoming and outgoing commanders, indicating that a change of command joint-inventory has been conducted and includes the adjustment document number that has been initiated as a result of shortages discovered. See paragraph 2-10 for additional guidance.

h. Failure to adhere to the above change of command joint-inventory policy may result in relief from command in addition to the possibility of being held jointly pecuniary liable for lost, damaged or destroyed property.

i. Ensure applicable objectives of the Command Supply Discipline Program outlined in AR 710-2, Appendix B are achieved. (See KNGR 710-2 for additional guidance).

2-5. APPOINTING AUTHORITY. Appointing authorities will perform the tasks outlined in AR 735-5, Chapter 14, Section II, within 90 days after initiation of a report of survey. Particular attention should be given to Figure 14-1 (Checklist for Report of Survey). Appoint survey officers to conduct required investigations. TAG policy for appointment as survey officer will be a federally recognized officer or warrant officer or enlisted person in the grade of E7 or higher. Utilize available FTTD mandays for survey officers to conduct investigations IAW Appendix A-9. All reports of survey will receive a JAG review for legal sufficiency in the format as prescribed in paragraph 2-8b and will be checked for accuracy and completeness before submission to approving authority.

2-6. SURVEY OFFICERS. Surveying officers will perform those duties outlined in AR 735-5, Chapter 14, Section III, paying particular attention to Figure 14-1 (Checklist for Report of Survey). The report will be completed within the time frame prescribed by the appointing authority. When an officer is appointed as a surveying officer, the Report of Survey will be the officers primary duty until completed.

2-7. APPROVING AUTHORITY. The Adjutant General of Kansas has delegated the responsibility of approving authority to the Assistant Adjutant General. The Assistant Adjutant General as the approving authority is responsible for the overall direction and effectiveness of KSARNG property accountability. He

will perform the duties outlined in AR 735-5, Section V, Chapter 14 and other applicable regulations/directives.

2-8. STATE JUDGE ADVOCATE (AGKS-JAG) will:

a. Furnish requested legal assistance to approving authority, appointing authority, surveying officers, and soldiers against whom pecuniary charges are raised.

b. Review reports of survey for legal sufficiency at the approving authority level. Legal reviews, where required, will in each case include as a minimum:

(1) Statement of facts.

(2) Statement of the applicable law.

(3) Relation of the law to the facts and resulting opinion as to the adequacy of evidence and propriety of findings and recommendations.

2-9. CHIEF OF STAFF (AGKS-AR-CS). The Chief of Staff is responsible for monitoring the KSARNG Reports of Survey System. Appointing authorities will forward completed reports of survey to AGKS-AR-CS.

2-10. DIRECTOR OF PERSONNEL AND ADMINISTRATION (AGKS-DOP). AGKS-DOP will not publish change of command orders until notification is furnished by the Brigade/DivArty/Battalion Commander indicating the actions required of him have been accomplished. The Brigade/DivArty/Battalion Commander may delegate this notification authority to a full-time support person who has firsthand knowledge that all required actions have been accomplished.

2-11. REPORT OF SURVEY BOARD. This board will be appointed by the Chief of Staff. It will consist of 3 members as follows:

a. President: DOL or his representative.

b. A Senior Logistics Officer: DOM or Supply Management Officer.

c. A Senior Finance Officer: USPFO Comptroller or his representative. The board will be responsible to review all R/S after submission to the C/S by the appointing authorities. The board will provide recommended action(s) to the approving authority. Legal assistance will be provided by the JAG, when necessary.

CHAPTER 3

REPORT OF SURVEY SYSTEM

3-1. GENERAL. This chapter outlines the procedures for processing DA Form 4697 for KSARNG units and will be used in conjunction with those policies/procedures identified in AR 735-5.

3-2. MANDATORY REQUIREMENTS FOR A REPORT OF SURVEY OR AN AR 15-6 INVESTIGATION. In addition to mandatory requirements identified in AR 735-5, Chapter 13, a report of survey is required for all vehicle accidents if damage to the vehicle is determined by the appointing authority, to be caused by neglect or willful misconduct.

3-3. PROCESSING TIMES FOR DA FORM 4697.

a. When a report of survey is necessary, it will be initiated and processed immediately so that the persons involved and the witnesses are available and facts are fresh in their minds. To be effective, the report of survey requires promptness.

b. Under normal circumstances, a report of survey will be processed through ARNG channels and approved within 150 calendar days. The person responsible for the property, generally the company commander or primary hand-receipt holder, will initiate the report of survey within 45 calendar days, after the discovery of the loss, damage or destruction of U.S. Government property. The appointing authority, Brigade and DivArty Commanders, (and surveying officer, if required) have 75 calendar days to complete their part of the process. The approving authority, TAG, has 30 calendar days to review and take final action. Report of survey flow chart is shown at Appendix D.

c. Appointing authorities will forward completed reports of survey (Original and two copies) to this headquarters, ATTN: AGKS-AR-CS. The Chief of Staff will refer surveys to the Report of Survey Board for review.

3-4. PREPARATION REQUIREMENTS FOR DA FORM 4697. Preparation and distribution of copies will be accomplished IAW AR 735-5, Chapter 14. The initiator will ensure all available evidence discovered from his/her investigation is attached to the report of survey prior to forwarding to the appointing authority. An investigation by a surveying officer represents a significant expenditure of funds and resources that should not be made unless the initiator's previous evidence shows that a decision of pecuniary liability should be pursued. The completeness of the work by the initiator can preclude the necessity of appointing a Survey Officer.

CHAPTER 4

SPECIAL PROVISIONS FOR ACCOUNTING FOR LOST PROPERTY
OF UNSATISFACTORY PARTICIPANTS OR DFR PERSONNEL

4-1. GENERAL. This chapter prescribes actions to be taken to process reports of survey for soldiers undergoing discharge for unsatisfactory participation or personnel DFR (Dropped from the Roles).

4-2. PREPARATION AND PROCESSING OF REPORTS OF SURVEY.

a. The headquarters of the appointing authority will establish policy concerning the actions of the initiator and evidence collected in cases of loss due to discharge of personnel DFR or unsatisfactory participation. As a minimum, block 11, Date and Circumstances, of DA Form 4697 should address the location where the soldier's property should have been stored, contain an outline of equipment recovery attempts, and refer to exhibits provided with the survey. The exhibits should include a copy of the member's clothing and/or OCIE record reflecting returned and missing items, a copy of the letter requesting return of the items, a statement of events by the commander, supply sergeant, or unit administrator and a copy of the final AWOL letter notifying the member of discharge action.

b. Upon receipt of the survey, the appointing authority reviews the evidence provided by the initiator. If the information supplied does not satisfy the investigation, additional evidence must be sought. If the evidence provided is satisfactory, the appointing authority appoints himself as investigating officer by completing blocks 24 and 25. The appointing authority then investigates the loss to determine if the proximate cause can be attributed to negligence or misconduct on the part of an individual. The results of the investigation are entered in block 26, Findings and Recommendations, of the DA Form 4697. Block 27 is completed to reflect the findings and recommendations. Blocks 33 through 35 are completed as usual. Assuming the individual continues to be unavailable, blocks 30 and 31 will be blank.

c. If the appointing authority recommends an individual be held liable, the appointing authority notifies the individual by mail in accordance with AR 735-5, paragraph 14-11a(5). The appointing authority will forward the report of survey to the approving authority 15 days after the date the notification was mailed. If the person found liable submits information concerning the loss, it will be considered prior to final action by the appointing

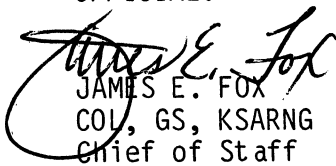
authority. If the information is received after the report of survey has been sent to the approving authority, forward the information to the approving authority. Disposition of the report of survey at the approving authority level is not modified by this procedure.

d. This procedure allows the reports of survey system to function effectively with a minimum time commitment by report of survey officials.

THE PROPONENT OF THIS REGULATION IS THE OFFICE OF THE ADJUTANT GENERAL OF KANSAS. USERS ARE INVITED TO SEND COMMENTS AND SUGGESTED IMPROVEMENTS TO THE ADJUTANT GENERAL OF KANSAS, ATTN: KS-USPFO, P.O. Box 2066, TOPEKA, KANSAS 66601-2099.

BY ORDER OF THE GOVERNOR:

OFFICIAL:


JAMES E. FOX
COL, GS, KSARNG
Chief of Staff

PHILIP B. FINLEY
Brigadier General, KSARNG
The Adjutant General

DISTRIBUTION:

A

CHANGE OF RESPONSIBLE OFFICER
INVENTORY

REFERENCE: AR 710-2, PARA 2-12D
AR 735-5, PARA 5-4b(4)
DA PAM 710-2-1, PARA 9-5

APPLICATION: WHEN HAND RECEIPT HOLDER OR PBO IS REPLACED.

TIME PERIOD: COMPLETION 30 DAYS PRIOR TO THE DATE OF CHANGE
OF COMMAND UNLESS EXTENSION IS GRANTED IN WRITING.

SCOPE: 100% PHYSICAL INVENTORY OF ALL UNIT
PROPERTY. CONDUCTED JOINTLY BY INCOMING AND
OUTGOING CDR/PBO.

DOCUMENTATION: COMPLETION AND SIGNING OF APPROPRIATE STATEMENT
IN DA PAM 710-2-1, PARA 5-2 BY INCOMING CDR/PBO.

APPENDIX A, KNGR 735-1

CHANGE OF PROPERTY BOOK OFFICER
INVENTORY

REFERENCE: DA PAM 710-2-1, PARA 9-8

APPLICATION: CONDUCTED WHEN PBO OF A PROPERTY ACCOUNT
IS REPLACED.

TIME PERIOD: COMPLETION WITHIN 30 DAYS FROM THE
APPOINTMENT DATE OF NEW PBO
UNLESS EXTENSION IS GRANTED IN
WRITING BY THE ADJUTANT GENERAL.

SCOPE: PHYSICAL INVENTORY OF ALL ITEMS NOT
ISSUED ON HAND RECEIPT AND RECONCILIATION OF HAND RECEIPTS TO RESPONSIBLE
OFFICERS CONDUCTED JOINTLY BY INCOMING
AND OUTGOING PBO.

DOCUMENTATION: COMPLETION AND SIGNING OF APPROPRIATE
STATEMENT IN DA PAM 710-2-1, PARA 5-2.

APPENDIX A, KNGR 735-1

ANNUAL PROPERTY BOOK OFFICER
INVENTORY

REFERENCE: DA PAM 710-2-1, PARA 9-9

APPLICATION: PBO OF THE 35TH INF DIV SPBS, 891ST
ENGR BN, 2D BN, 130TH FA, AND SEPARATE
COMPANIES (I.E., 714TH, 995TH, ETC.).

TIME PERIOD: ONE YEAR FROM DATE OF LAST CHANGE
OF PROPERTY BOOK OFFICER OR LAST
ANNUAL PROPERTY BOOK OFFICER
INVENTORY, WHICHEVER IS LATER.

SCOPE: PHYSICAL INVENTORY OF ALL ITEMS
NOT ISSUED ON HAND RECEIPTS AND
RECONCILIATION OF HAND RECEIPTS
TO RESPONSIBLE OFFICERS.

DOCUMENTATION: DF VERIFYING COMPLETION WITH
ORIGINAL FILED AT PROPERTY BOOK
LEVEL AND COPY TO USPFO-KS, ATTN: ARL.

APPENDIX A, KNGR 735-1

ANNUAL RESPONSIBLE OFFICER
INVENTORY

REFERENCE: DA PAM 710-2-1, PARA 9-6

APPLICATION: HAND RECEIPT HOLDERS TO A PBO
(I.E., 35TH INF DIV UNIT/DET CDRS)
AND PBO OF HHD STARC TO TDA ACTIVITY
(I.E., KMA, ARP, ETC.).

TIME PERIOD: ONE YEAR FROM DATE OF LAST CHANGE
OF RESPONSIBLE OFFICER OR LAST
ANNUAL INVENTORY, WHICHEVER IS
LATER.

SCOPE: 100% PHYSICAL INVENTORY OF ALL UNIT
PROPERTY. A CYCLIC INVENTORY MAY
BE USED IN LIEU OF AN ANNUAL INVENTORY.

DOCUMENTATION: DF VERIFYING COMPLETION WITH ORIGINAL
TO PBO AND COPY FOR UNIT FILES WITH
INFO TO USPFO-KS.

APPENDIX A, KNGR 735-1

CYCLIC INVENTORY

REFERENCE: DA PAM 710-2-1, PARA 9-7

APPLICATION: HAND RECEIPT HOLDERS AND PBO'S

TIME PERIOD: WITHIN ONE YEAR FROM DATE OF LAST
CHANGE OF RESPONSIBLE OFFICER OR
LAST ANNUAL INVENTORY, WHICHEVER IS
LATER.

SCOPE: PHYSICAL INVENTORY OF 10% OF
PROPERTY ITEMS MONTHLY, 25%
QUARTERLY, OR 50% SEMIANNUALLY,
WHICHEVER IS DESIRED.

DOCUMENTATION: DF VERIFYING COMPLETION OF EACH PHASE
LISTING ITEMS INVENTORIED WITH ORIGINAL
TO PROPERTY BOOK LEVEL AND COPY KEPT
AT UNIT LEVEL IF RESPONSIBLE OFFICER IS
HAND RECEIPT HOLDER. IF PROPERTY BOOK
IS KEPT AT UNIT LEVEL COPY OF DF MUST
BE SENT TO NEXT HIGHER LEVEL.

APPENDIX A, KNGR 735-1

SENSITIVE ITEM INVENTORY

REFERENCE: DA PAM 710-2-1, PARA 9-10

APPLICATION: RESPONSIBLE OFFICERS/PBO'S

TIME PERIOD: MONTHLY

SCOPE: ALL ITEMS WITH A SECURITY EQUIP CODE (SEC) OF 1, 2, 3, 4, 5, 6, 8, N, P, Q, OR R (I.E., WEAPONS, TOW AND DRAGON SYS PARTS, CONTROLLED CRYPTOGRAPHIC ITEMS, AMMUNITION) AND NIGHT VISION DEVICES WITH A SEC OF Y. SEC IS INDICATED ON THE ARMY MASTER DATA FILE (AMDF), EACH PROPERTY BOOK PAGE, AND EACH HAND OR SUBHAND RECEIPT.

DOCUMENTATION: DF LISTING ITEMS WHICH HAVE BEEN INVENTORIED WITH INDICATION THAT ANY DIFFERENCES HAVE BEEN REPORTED IAW AR 190-11. THESE DIFFERENCES MUST ALSO BE ACCOUNTED FOR IAW AR 735-5 AND ACCOMPLISHMENT INDICATED ON DF. ORIGINAL OF DF IS FORWARDED TO THE PROPERTY BOOK LEVEL WITH A COPY AT UNIT LEVEL IF RESPONSIBLE OFFICER IS HAND RECEIPT HOLDER.

NOTE: THE RESULTS OF THIS INVENTORY CAN BE RECORDED ON CYCLIC INVENTORY DF IF CYCLIC INVENTORY IS CONDUCTED MONTHLY.

APPENDIX A, KNGR 735-1

USPFO ANNUAL RECONCILIATION

REFERENCE: DA PAM 710-2-1, PARA 9-13

APPLICATION: ALL PROPERTY BOOK ACCOUNTS

TIME PERIOD: AS SET FORTH IN REFERENCES ABOVE

SCOPE: RECONCILIATION OF PBO RECORDS WITH
THOSE OF USPFO BY USPFO REPRESENTATIVE.

DOCUMENTATION: COMPLETION OF STATEMENT "PROPERTY
RECORDS VERIFIED" IN THE FRONT OF
MANUAL PROPERTY BOOKS AND SIGNED
BY THE USPFO REPRESENTATIVE OR
COMPLETION OF STATEMENT "BALANCES
ARE CORRECT AS ADJUSTED" FOR
MECHANIZED PB ACCOUNTS AND SIGNED
BY THE USPFO REPRESENTATIVE AND
SPBS PBO.

SHOWDOWN INSPECTIONS

REFERENCE: AR 700-84, PARA 15-4b (PERSONAL)
DA PAM 710-2-1, PARA 10-20 (ORGANIZATION)

APPLICATION: ALL MTOE/TDA UNITS

TIME PERIOD: ANNUALLY

SCOPE: CDRS TOOL TO DETERMINE ACCOUNTABILITY BY
INDIVIDUALS AND SERVICEABILITY OF ITEMS
OF INDIVIDUAL AND ORGANIZATIONAL CLOTHING
AND EQUIPMENT.

DOCUMENTATION: WILL BE SCHEDULED ON UNIT TRAINING
SCHEDULE AND ANNOTATED ON DA FM 3645/
3645-1 AND DA FM 4886/4886-1 UPON
COMPLETION.

FTTD MANDAYS
CHANGE OF COMMAND

APPLICATION: ALL COMMANDERS WHO ARE PBO'S/HAND
RECEIPT HOLDERS, REPORT OF SURVEY -
SURVEYING OFFICERS INVESTIGATION,
AND ANNUAL/CYCLIC PROPERTY INVENTORY.

ACCOUNT: AMSCO: P2G12.1000 (OFFICER)
P2G32.1100 (ENLISTED)

POC: LT MARLAR (913) 233-7560, EXT 143

HAND RECEIPT

REFERENCE: DA PAM 710-2-1, PARA 5-3

APPLICATION: REQUIRED WHENEVER PROPERTY BOOK OR DURABLE ITEMS ARE ISSUED. USE DA FORM 2062 IN TWO COPIES TO RECORD THESE ISSUES.

SCOPE: HAND RECEIPTS MUST BE KEPT CURRENT WITH CHANGES POSTED AT LEAST EVERY SIX MONTHS. HAND RECEIPT HOLDER MUST SIGN AND DATE THE FORM INITIALLY AT EACH CHANGE. NO RESTRICTION ON NUMBER OF TIMES PROPERTY CAN BE SUBHAND RECEIPTED, BUT UNDER NORMAL CIRCUMSTANCES, SHOULD NOT EXCEED FROM COMMANDER, TO THE SUPERVISOR, TO THE USER.

DISPOSITION: ORIGINAL IS KEPT BY PBO WITH COPY #2 PROVIDED TO HAND RECEIPT HOLDER.

SHORTAGE ANNEX

REFERENCE: DA PAM 710-2-1, PARA 6-1

APPLICATION: REQUIRED WHEN PROPERTY ITEMS HAVE COMPONENT SHORTAGES. USE DA FM 2062 EITHER PREPRINTED OR BLANK VERSION TO PREPARE SHORTAGE ANNEX. PREPARE IN TWO COPIES.

SCOPE: SHORTAGE ANNEXES ARE NECESSARY TO PROTECT THE CDR/HAND RECEIPT HOLDER TO INSURE THAT SHORTAGES ARE DEPICTED ANY TIME PROPERTY CHANGES HANDS. ABSENCE OF SHORTAGE ANNEX WHEN SIGNED FOR BY THE CDR/HAND RECEIPT HOLDER MAKES THE INDIVIDUAL RESPONSIBLE FOR THE ENTIRE ITEM INCLUDING ALL COMPONENTS.

DISPOSITION: ORIGINAL IS MAINTAINED BY THE PREPARER WITH COPY TO HAND OR SUBHAND RECEIPT HOLDER.

NOTE: ESPECIALLY IMPORTANT DURING PROPERTY TRANSFERS.

STATEMENT OF CHARGES

REFERENCE: AR 735-5, PARA 12-3

APPLICATION: PREPARED WHEN INDIVIDUAL ADMITS LIABILITY AND AMOUNT DOES NOT EXCEED MONTHLY BASIC PAY OF PERSON CHARGED AND INDIVIDUAL DOES NOT OFFER CASH PAYMENT. USE DD FM 362 IN ORIGINAL AND FIVE COPIES.

SCOPE: ALLOWS THE CDR, HAND RECEIPT HOLDER, OR ACCOUNTABLE OFFICER A METHOD TO ADJUST PROPERTY RECORDS THROUGH PAYROLL DEDUCTION. CAN BE PRORATED OVER 2 MONTH PERIOD OR LONGER IF AMOUNT EXCEEDS TWO-THIRDS OF PERSON'S MONTHLY BASIC PAY.

DISPOSITION: ONE COPY RETAINED AT UNIT, ONE COPY TO ACTIVITY ASSIGNING DOCUMENT NUMBER, ONE COPY TO INDIVIDUAL AND ORIGINAL AND TWO COPIES TO USPFO-KS, ATTN: ARL.

REPORTS OF SURVEY

REFERENCE: AR 735-5, CHAPTER 13

APPLICATION: REQUIRED TO ACCOUNT FOR LOST, DAMAGED, OR DESTROYED U.S. GOVERNMENT PROPERTY ANYTIME IT IS KNOWN THAT NEGLIGENCE OR MISCONDUCT IS SUSPECTED AND LIABILITY IS NOT ADMITTED. USE DA FM 4697 TO INITIATE REPORT IN ORIGINAL AND SIX COPIES.

SCOPE: SURVEYS ARE REQUIRED TO BE INITIATED WITHIN 45 DAYS AFTER DISCOVERY OF LOSS, DAMAGE, OR DESTRUCTION AND TOTAL INITIATION AND PROCESSING TIME SHOULD NOT EXCEED 150 DAYS. THE RESPONSIBLE OFFICER FOR THE PROPERTY PREPARES THE SURVEY AND FORWARDS TO THE ACCOUNTABLE OFFICER FOR APPROPRIATE DOCUMENT NUMBER.

DISPOSITION: ORIGINAL ALONG WITH COPY ONE AND TWO ARE FORWARDED TO THE APPOINTING AUTHORITY (MAJOR COMMAND). COPY THREE GOES TO THE USPFO-KS WITH COPY FOUR (WITH EXHIBITS) TO THE APPROVING AUTHORITY (ATAG). COPY FIVE IS RETAINED BY ACCOUNTABLE OFFICER WITH COPY SIX REMAINING WITH THE ORIGINATOR.

EXCESS EQUIPMENT TURN-IN

REFERENCE: DA PAM 710-2-1, CHAP 3, SEC II,
DA PAM 710-4

APPLICATION: NECESSARY WHEN PROPERTY BOOK ITEMS
BECOME EXCESS DUE TO CHANGE IN MTOE/TDA,
MODERNIZATION OF EQUIPMENT, OR LACK OF
AUTHORIZATION.

SCOPE: HIGHLY VISIBLE CATEGORY OF EQUIPMENT
TURN-IN MONITORED BY NGB AND SCRUTINIZED
BY THAT MACOM DURING CLRT-X VISITS.

APPENDIX A, KNGR 735-1

TAG POLICY ON STORAGE OF OCIE

REFERENCE: KNGR 735-1, PARA 2-3e

APPLICATION: TO MINIMIZE LOSSES AND ADEQUATELY
ACCOUNT FOR OCIE.

SCOPE: OCIE ISSUED TO EACH MEMBER SHOULD BE
STORED IN SUPPLY ROOM IN LOCKED DUFFLE
BAGS OR CLOTHING LOCKERS, IF AVAILABLE.
~~OFFICERS, E7s, E8s and E9s ARE~~
~~AUTHORIZED~~ TO STORE AT HOME IF DESIRED.
CDRS ARE RESPONSIBLE FOR INSURING
COMPLIANCE WITH TAG DIRECTIVE.

See
C1
→ Officers, E6 thru E9's are authorized.

CLOTHING RECORDS

REFERENCE: AR 700-84, PARA 15-4 (PERSONAL)
DA PAM 710-2-1, PARA 10-6 (ORGANIZATION)

APPLICATION: RECORDS ARE REQUIRED FOR EACH ENLISTED
MEMBER OF UNIT LISTING THOSE ITEMS WHICH
ARE IN THEIR POSSESSION. USE DA FM 4886/
4886-1 (PERSONAL) AND DA FM 3645/3645-1
(ORGANIZATION) TO RECORD ISSUES. OFFICERS
REQUIRE ONLY ORGANIZATION CLOTHING RECORD.

SCOPE: DA FM 3645/3645-1 REPRESENTS DETAIL ACCOUNT-
ABILITY FOR THOSE ITEMS OF OCIE WHICH APPEAR
ON CDR'S PROPERTY BOOK/HAND RECEIPT.

APPENDIX B, KNGR 735-1

COMMANDER'S CHECKLIST TO DETERMINE
COMPLIANCE AND AWARENESS OF PROPERTY ACCOUNTABILITY

	<u>YES</u>	<u>NO</u>
1. Does the unit have at least one copy of the unit supply update?	_____	_____
2. What evidence shows that unit personnel have been briefed in responsibilities directed to the proper care, use, safeguard and custody of government property (i.e., annotation on training schedule, DF on file)?	_____	_____
3. Are appropriate property records accurately maintained to reflect status of property charged to individuals (i.e., clothing records, hand receipts, shortage annexes)?	_____	_____
4. Are local procedures established to ensure property accounts are properly cleared before custodians of government property depart the unit (i.e., ETS, transfer)?	_____	_____
5. Are recommendations for preventing or correcting fraud, waste and abuse promptly addressed to the individual or organization responsible for correcting the discrepancy (i.e., major command, USPFO, TAG)?	_____	_____
6. Are hand receipt holders/PBOs/commanders managing government property in accordance with responsibilities/ procedures established in the unit supply update?	_____	_____
7. Is government property used only for authorized purposes?	_____	_____
8. Is there evidence of excess equipment material, and/or supplies in the unit?	_____	_____
9. Is there evidence that unit personnel are not exercising care in the use, safeguarding and custody of government property (i.e., excessive reports of survey/statement of charges)?	_____	_____

APPENDIX C, KNGR 735-1

DEPARTMENT OF THE ARMY REPORT OF SURVEY <small>For use of this form, see AR 735-11; the proponent agency is ODCSLOG</small>		1. DATE PREPARED 20 January 1980	2. SURVEY NUMBER 10-80
1. TYPE OF PROPERTY Organizational		4. ADDRESS OF ACCOUNTABLE OFFICER DMHC, 10th Inf Div, Ft Blank, TX 78234, UIC: WARVAA	
5. ORIGINATOR (Accountable officer or primary hand receipt holder) Philip B. Murphy, CPT, Commanding, CO A, 307th Sig Bn, UIC: WARBAO			
6. NATIONAL STOCK NUMBER	7. ITEM DESCRIPTION	8. QTY	9. UNIT PRICE 10. TOTAL COST
1. 6650-00-530-0974 (B67218)	Binocular 7x50 Military Reticle, M17A1, SN: 24567	1 ea	\$350.00 \$350.00
2. 5180-00-672-2611 (W38895)	Tool Kit, General Mechanics, Light Weight		
Component Loss			
5110-00-241-9148	File, Hand	1 ea	1.80 1.80
5120-00-061-8541	Hammer, Hand	1 ea	6.75 6.75
5120-00-240-5328	Wrench, Adjustable	1 ea	3.60 3.60
			Grand Total \$362.15
11. DATE AND CIRCUMSTANCES On 12 January 1980, after a joint inventory between me, CPT Philip B. Murphy, 228-13-4441, Commander, CO A, 307th Signal Battalion and my replacement, CPT George C. Piercy, 215-44-2914, the items listed above were discovered missing. After a complete search of the area, I was unable to locate the missing items. The last time I recall seeing the binoculars was during the monthly inventory on 10 December 1979. I definitely recall seeing them on that date, as I had just returned them to the company safe from my quarters, where I was using them to spot birds. The binoculars are normally stored in a locked container in the company orderly room. I had one key to the container. The second key was maintained in the company key box, which is controlled by the company first sergeant, 1SGT Ronald Campbell, 377-48-5050, or the company CQ (Exhibit A). The binoculars were not present during the joint inventory on 12 January 1980. The tool kit was inventoried when I took command 2 years ago. I did not inventory it again because the tool kit was excess to the unit. There was no need to reinventory it because I was the only user of the tool kit. I kept the tool kit stored under my desk. Exhibit A attached			
12. AFFIDAVIT I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.		13. Subscribed and sworn to (or affirmed) before me at Ft Blank, TX 78234 this 20 day of January 1980	
14. DATE 21 Jan 80		15. NAME, GRADE, AND SIGNATURE OF ACCOUNTABLE OFFICER DONALD M. JONES, CW4, USA <i>Donald M. Jones</i>	
16. DOCUMENT NUMBER WT4KAS-0021-0025		17. APPOINTING AUTHORITY I have received the evidence pertaining to the lost, damaged, or destroyed property, and have determined that the following action is required. a. <input type="checkbox"/> No further investigation is required. There is no positive evidence of negligence. I do not suspect willful misconduct, or deliberate unauthorized use. I hereby forward this document to the approving authority for final action. (Proceed to block 17.) b. <input checked="" type="checkbox"/> The circumstances surrounding the lost, damaged or destruction warrants further investigation. (Proceed to block 21.) c. <input type="checkbox"/> Conduct an investigation according to AR 15-6. Attach this document, as an exhibit, to the investigation and forward it to the approving authority.	
18. DATE 31 Jan 80		19. TYPED NAME, GRADE, AND TITLE OF APPOINTING AUTHORITY LEROY J. WEATHERS, LTC, SC Commander, 2d Sig Bn	
20. SIGNATURE <i>Leroy J. Weathers</i>			

DA FORM 4697
SEP 81DA FORM 4696 (TEST), 1 JUL 78 AND DA FORM 4697 (TEST)
1 JUL 78 ARE OBSOLETE.

APPENDIX C, KNGR 735-1

C-1

APPENDIX C, KNGR 735-1

21. APPOINTING AUTHORITY HQ, 307th Signal Battalion		22. STATION Fort Blank, Texas 78234		23. DATE 31 Jan 80	
24. NAME, GRADE OF SURVEYING OFFICER CPT Robert A. Smith					
25. YOU ARE APPOINTED SURVEYING OFFICER BY ORDER OF: <u>LTC Leroy J. Weathers</u> (Typed name, grade of Appointing Authority)					
26. FINDINGS AND RECOMMENDATION <p>I have examined all available evidence as shown in exhibits <u>A</u> to <u>E</u> and as indicated below have personally investigated the same and it is my belief that the articles listed hereon and/or attached sheets, total cost \$362.15 were lost as the result of negligence on the part of CPT Philip B. Murphy, 228-13-4441. CPT Murphy failed to properly secure the listed items. According to the statement of 1SGT Ronald Campbell, 377-48-5050 (Exhibit B), CPT Murphy on several occasions used the missing items for personal purposes. 1SGT Campbell also established the fact that the security of the missing items was compromised by CPT Murphy, and CPT Murphy degraded the unit's key control system. SGT John C. McMullen, 322-74-5533 certified (Exhibit C) that he was unable to convince CPT Murphy to allow him to either secure the tool kit or turn it in as excess. The certificate of the unit clerk, SP4 David Jones, 415-62-4817 (Exhibit D) establishes the fact that CPT Murphy often returned the missing binoculars and simply laid them on the safe instead of securing them. The listed items were depreciated according to paragraph 4-19, AR 735-11. The actual loss to the government is \$325.93 (Exhibit E).</p> <p>Recommendation: That CPT Philip B. Murphy, 228-13-4441, be held liable in the amount of \$325.93 and all others be relieved from property accountability and responsibility for the missing items. CPT Murphy's monthly base pay at the time of the loss was \$1,514.70.</p> <p>(See continuation sheet)</p>					
27. RECOMMEND PECUNIARY CHARGE		a. ACTUAL LOSS \$325.93	b. AMOUNT CHARGED \$325.93	c. LOSS TO GOVERNMENT 0	
28. DATE 20 Feb 80		29a. TYPED NAME, GRADE OF SURVEYING OFFICER CPT Robert A. Smith		b. SIGNATURE <i>Robert A. Smith, Cpt. SC</i>	
30. I have examined the findings and recommendations of the Surveying Officer on this report of survey and the exhibits <u>A</u> to <u>E</u> and <input type="checkbox"/> desire to make a statement which is attached hereto: <input checked="" type="checkbox"/> do not desire to make a statement. I am aware of my right to legal advice in preparing the statement and, if a pecuniary charge is finally approved, to make appeal and if an enlisted man, my right to request remission of indebtedness. I am not the accountable officer for the lost or damaged property. The property was/was not my personal arms or equipment.					
31. DATE 21 Feb 80		32a. TYPED NAME, GRADE OF INDIVIDUAL BEING CHARGED CPT Philip B. Murphy		b. SIGNATURE <i>Philip B. Murphy, Cpt. SC</i>	
33. RECOMMENDATION BY THE APPOINTING AUTHORITY <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> NON-CONCUR		34. COMMENTS Because of the potential financial hardship on CPT Murphy, recommend the charges be prorated over a 3-month period. <i>EX</i>			
35. DATE 28 Feb 80		36a. TYPED NAME, GRADE & TITLE OF APPOINTING AUTH. LTC Leroy J. Weathers, Commander, 307th Sig Bn		b. SIGNATURE <i>Leroy J. Weathers, LTC, SC</i>	
37. APPROVING AUTHORITY a. <input type="checkbox"/> REJECTED. Investigation is required. Appoint a survey officer. Date _____ Initials _____ b. <input type="checkbox"/> REJECTED. Investigation incomplete. Additional information required. Date _____ Initials _____ c. <input checked="" type="checkbox"/> APPROVED BY AUTHORITY OF THE SECRETARY OF THE ARMY To hold CPT Philip B. Murphy, 228-13-4441, pecuniarily liable in the amount of \$325.93. Accountability has been discontinued. CPT Murphy's monthly basic pay at time of loss was \$1,514.70. Recommend the charges be prorated over a 3-month period.				38. PECUNIARY CHARGE a. ACTUAL LOSS \$325.93 b. AMOUNT CHARGED \$325.93 c. LOSS TO GOVERNMENT 0	
39. DATE 7 Mar 80		40a. TYPED NAME, GRADE & TITLE OF APPROVING AUTH. COL John H. Johnson Commander, 2d Sig Bde		b. SIGNATURE <i>John H. Johnson, Col. SC</i>	

REPORT OF SURVEY FLOW CHART

